

CEHR-ZE

11 August 1997

MEMORANDUM FOR Directors and Office Chiefs, HQUSACE;
Commanders and Directors, Laboratories; and
Separate Field Operating Activities

SUBJECT: Recruitment and Selection Policy for GS-15 and Supervisory GS-14 Positions at HQUSACE, Laboratories, and Separate Field Operating Activities

1. References:

a. CEHR-ZE memorandum dated 7 May 1997, subject: Recruitment and Selection Policy for GS-15 and Supervisory GS-14 Positions at HQUSACE, Laboratories, and Separate Field Operating Activities.

b. CEHR-ZE memorandum dated 18 July 1997, subject: Recruitment for GS-15 Positions--Supplemental Guidance.

2. Reference a. provided guidance on recruitment and selection for GS-15 and Supervisory GS-14 positions at HQUSACE, Separate FOA, and Labs, including designation of responsible officials at each stage of the process. Reference b. provided additional clarification on exceptions to using the corporate recruitment policy at the GS-15 level. Most notably, it limits the period of time for noncompetitive fill to 60 days, whereas reference a. permitted noncompetitive fill up to 120 days. Additionally, it provides for the Panel Chair to approve exceptions to the corporate recruitment policy up to six months.

3. Effective immediately, the guidance in reference b. is applicable to GS-15 and Supervisory GS-14 positions at HQUSACE, Separate FOA (including TAC and HNC), and Laboratories. We have revised the matrix to help determine responsible officials, and have listed where exceptions are permitted. This matrix

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supersedes the one included with reference a. Exceptions at the GS-15 level will be approved by the CECS. Exceptions for Supervisory GS-14 positions can be approved by the individual designated to determine recruitment strategy.

4. The memoranda providing guidance on recruitment and selection for GS-15 and Supervisory GS-14 positions will be consolidated and published in an appropriate regulatory format within the next few weeks.

FOR THE COMMANDER:

/Signed/

Encl

OTIS WILLIAMS
Colonel, Corps of Engineers

Chief of Staff

**DESIGNATION OF RESPONSIBLE OFFICIALS FOR RECRUITMENT AND
SELECTION OF GS-15 AND SUPERVISORY GS-14 POSITIONS
AT HQUSACE, SEP FOA, LABS**

Position	Determine Recruitment Strategy	Sit on Ad Hoc Panel (Merit Promotion)	Chair Selection Panel	Selecting Official
Supervisory GS-14 in MP	Division Chiefs	Division Chiefs Designate GS-14 or above	Division Chiefs	D/MP
Supervisory GS-14 in CPW, HNC, TAC	Commander/Director	Commander/Director designate GS-14 or above	Commander/Director	D/MP
Supervisory GS-14 in CW	Division Chiefs	Division Chiefs Designate GS-14 or above	Division Chiefs	D/CW
Supervisory GS-14 in WRC	Director	Director Designates GS-14 or above	Director	D/CW
Supervisory GS-14 in RD	Assistant Director	Assistant Director Designates GS-14 or Above	Assistant Director	D/R&D
Supervisory GS-14 in Laboratories	Lab Chiefs	Lab Director Designates GS-14 or Above	Lab Chiefs	D/R&D
Supervisory GS-14, All Other HQ (incl HECSA)	Directorate/ Separate Office Chiefs	Dir/Sep Off Chief Designates GS-14 or Above	Directorate/ Separate Office Chiefs	CECS
GS-15 All HQ	D/CW, D/MP, D/RD; Other Directorate/ Separate Office Chiefs	D/CW, D/MP, D/RD; Other Directorate/ Separate Office Chiefs	CECS	DCG
GS-15 HNC, TAC, CPW, WRC, LABS, HECSA	Commander/Director	Commander/Director	CECS	DCG

Exceptions:

- a. CECS can approve noncompetitive fill NTE 60 days for GS-15 positions; Individual assigned responsibility to Determine Recruitment Strategy can approve noncompetitive fill NTE 60 days for GS-14 positions.
- b. Panel chairs can approve exceptions to the corporate recruitment process to fill positions NTE 6 months. Panel chairs ensure area of consideration is broad enough to provide reasonable competition. Panel chair finalizes selection. Anything over 6 months must use corporate selection process.
- c. EDP candidates may be given assignments consistent with their IDPs.
- d. Individuals may be placed in lieu of reduction in force.